ENERGY CONSERVATION INSPECTION CHECKLIST

For use of this form, see Fort Knox Energy Plan

CHECKLIST ITEM	LOCATION	DATE/TIME
1. HEATING & COOLING ENERGY WASTE.		
a. Unused areas and rooms not closed off. (Areas not subject to freeze damage during heating season.)		
b. Air conditioners left running after hours or when room is unoccupied for extended period.		
c. Air conditioning or heating vents, registers, grills, or diffusers are obstructed.		
d. Exterior doors or windows left open while heating or cooling.		
e. Room temperature too high while heating during occupied periods.		
f. Room temperature too high while heating during unoccupied periods.		
g. Room temperature too low while air conditioning during occupied periods.		
h. Air conditioning units are being used before the official start-up date or after the official shut-down date.		
i. Thermostat damaged.		
j. Air filters dirty; have been replaced in the last 30 days.		
k. Air conditioning unit running when outside temperature is below 70 degrees F.		
l. Installation of new window air conditioner not approved by DBOS.		
m. Heating system left operating when outside temperature is above 60 degrees F.		
n. Unauthorized use of portable heater.		
2. GENERAL WASTE OF ENERGY IN BUILDINGS.		
a. Broken windows.		
b. Misaligned or damaged exterior door - not reported on workorder to DBOS.		
c. Cracked or missing caulking around windows, doors, or exterior joints.		
d. Defective or missing weatherstripping around windows and doors.		
e. Shades/curtains are missing on windows.		
f. Equipment left running when not is use.		
g. Holes in walls or ceiling not patched.		
h. Damaged or missing ceiling tiles.		

(over)

CHECKLIST ITEM	LOCATION	DATE/TIME
i. Gaskets around refrigerator door are not tight.		
j. Refrigerator needs defrosting; frost exceeds 1/8 inch thickness.		
3. LIGHTING ENERGY WASTE. a. Lights left on in unoccupied area.		
b. Lights in use when daylight is sufficient.		
c. Exterior lights on in daytime.		
d. Light levels too high in work areas, corridor, stairwells, etc.		
e. Light bulbs with excessive wattage in use (producing excessive illumination levels and heat which could damage fixture.)		
4. WATER WASTE. a. Leaky faucets, nozzles, or valves.		
b. Hosing is being used to clean sidewalks/pavement.		
c. Hot water temperature is excessive.		
d. Washrack hoses not equipped with automatic shut-off nozzles.		

REMARKS: (Preface each remark with corresponding checklist item number.)